



Australian Government

Assessment Requirements for BSBWHS514 Manage WHS compliance of contractors

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with the Business Services Training Package Version 8.0. Removal of duplicative content in Assessment Conditions.
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- manage the work health and safety (WHS) compliance of at least two different contractors, each providing different services.

During the above, the candidate must:

- establish WHS requirements specific to the contracted services
- review and address contractor compliance
- review and improve organisational approach to leading WHS arrangements for contractors.
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Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- duties, rights and obligations of:
 - contractors as specified in relevant WHS laws, and organisational WHS policies and procedures about supplying services
 - managers in relation to contractor WHS arrangements, including those relating to required resources and equipment
- internal and external sources of information and data relevant to contractor WHS arrangements, and procedures for accessing them
- contractor WHS compliance requirements included in:

- tender documentation, including requirements for subcontracting
- contractor selection processes and guidelines
- contract documentation, including nature, scope and location of services to be provided, and requirements for subcontracting
- induction processes
- procedures and protocols for establishing WHS-related lead and lag key performance indicators (KPIs), and measuring contractor performance against them
- organisational WHS policies, procedures, processes and systems relating to contractor services and WHS requirements, including those for:
 - establishing and documenting WHS KPIs relating to contracted services
 - communicating WHS requirements to contractors
 - agreeing on and documenting required response in relation to non-compliance
 - distributing contractor WHS requirements to required personnel.
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Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- workplace equipment and resources
- case studies or, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>